



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 11012.1E
3EA
16 OCT 1997

STATION ORDER 11012.1E

From: Commanding Officer
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS (BEQ) UTILIZATION, OCCUPANCY,
MINIMUM STANDARDS OF ADEQUACY (MSA) AND ASSIGNMENT CRITERIA

Ref: (a) MCO P11000.22
(b) StaO 11000.3D

Encl: (1) Definitions
(2) MSA for Housing Bachelor Enlisted Personnel
(3) Guidelines and Procedures for the Use, Occupancy and
Assignment of BEQ'S
(4) Station BEQ Capacity Data

1. Purpose. To guide and set up the maximum use of BEQ's using the MSA established in references (a) and (b).

2. Cancellation. StaO 11012.1D.

3. Definitions. The definitions contained in enclosure (1) are germane.

4. Background

a. MSA for involuntary assignment to BEQ is established by the Department of Defense (DOD) and are defined in reference (a). With certain exceptions, unless quarters can be provided to meet these standards, the individual may be authorized to reside ashore and received Basic Allowance for Quarters Own Right (BAQ(OR)) or per diem. These exceptions are necessarily restricted in an attempt to achieve maximum utilization of available and adequate government quarters.

b. The minimum health criteria described in reference (a) may be applied to BEQ assets in cases involving military necessity and in emergency situations. A maximum 90 day time limit is applicable in all such circumstances.

5. General Information and Guidance

a. Commanding Officers and officers-in-charge will ensure maximum utilization of assigned bachelor quarters within MSA criteria.

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b. Each unit will receive a barracks loading report, via e-mail, from the Station S-4 secretary by the 25th of each month. Units are required to update the Occupancy and Room Designation fields. The report will be returned, via e-mail, to the Station S-4 secretary by the 2nd working day of the following month. Barracks loading reports are to reflect the actual occupancy of the barracks on last day of the month. In addition, each unit is required to notify the Station S-4 secretary when any change in the barracks loading report point of contact occurs.

A handwritten signature in black ink, appearing to be 'C. Turner' or similar, written in a cursive style.

DISTRIBUTION: B

Definitions

1. For the purpose of this Order, the following definitions apply:

a. Adequate. Government bachelor housing assets meeting minimum standards of adequacy specified in enclosure (2) of this Order.

b. Bachelor Enlisted Quarters (BEQ). Government quarters designed or altered to provide accommodations for bachelor enlisted personnel (private through sergeant major) or enlisted personnel unaccompanied by dependents.

c. Basic Allowance for Quarters Own Right (BAQ(OR)). An amount of money prescribed and limited by law that officers and enlisted personnel receive in lieu of adequate quarters provided by the Government.

d. Gross Living/Sleeping Area. The floor area of an occupant's room, bath, toilet, room closets and circulation between room including connecting exterior walls and interior partitions. Normally, the term is used only to describe an area providing complete living facilities, including provisions for living, sleeping, bathing and toilet facilities for one person.

e. Inadequate. That bachelor housing not conforming to the minimum standards of adequacy.

f. Military Necessity. Those military conditions or considerations which, in the judgment of the Commanding Officer, MCAS Yuma, required the billeting of an individual in a government owned or controlled facility in order to facilitate mission accomplishment, contingency, operations, training or maintenance of disciplined force.

g. Minimum Standards of Adequacy (MSA). The minimum accommodations are bachelor quarters to which individuals may be involuntarily assigned. These minimum standards are established for the purpose of determining eligibility for payment of BAQ(OR) or full per diem and the utilization of civilian community housing or lodging.

h. Net Living/Sleeping Area. The clear space in the dormitory (sleeping/living) room allocated for an individual's use, including, appropriate bedspace, personal locker or closet space and circulation, but excluding lounges, private bathrooms and central toilet rooms. Measurement are made from the inside finish of the partitions and exterior walls.

ENCLOSURE (1)

MSA for Housing Bachelor Enlisted Personnel

1. MSA for involuntary assignment of permanent party personnel to BEQ's are as follows:

<u>GRADE</u>	<u>FACTORS</u>	<u>MSA</u>
SNCO's or equivalent	Net living area accommodations <u>1/</u>	270 sqft, private room, private bath and toilet, or entire 1X1 module.
Sergeants or equivalent	Net sleeping area accommodations <u>2/</u>	180 sqft, private room, joint bath and toilet (NMT* 2 to a head).
Corporals and below or equivalent	Net sleeping area accommodations <u>2/</u>	90 sqft, NMT 2 to a room with joint bath/toilet (NMT 4 to a head).

2. MSA for involuntary assignment of temporary duty/transient personnel to BEQ's are as follows:

SNCO's or equivalent	Net living area accommodations <u>1/</u>	250 sqft, private room and bath, toilet shared with NMT 1 other.
Sergeants or equivalent	Net sleeping area accommodations <u>2/</u>	135 sqft, NMT 2 to a room, joint bath and toilet (NMT* 2 to a head).
Corporals and below or equivalent	Net sleeping area accommodations <u>2/</u>	90 sqft, NMT 2 to a room with joint bath/toilet (NMT 4 to a room with central head).

* = Not More Than

1/ Net living area, measured from the inside face of the peripheral wall of the suite and includes all spaces and partitions thereby enclosed.

2/ Net living area, clear area in the sleeping room allocated for an individual's bed, locker and circulation, but excludes lounges, bathroom and general circulation.

ENCLOSURE (2)

Guidelines and Procedures for the Use, Occupancy and
Assignment of BEQ'S

1. Utilization. Reference (a) charges the Shore Installation Commander (CO, MCAS Yuma) with the responsibility for maximum usage of available/adequate government quarters. The CO, MCAS Yuma will periodically review tenant unit space allocations and will make any adjustments deemed necessary to include direct assignment of personnel from independent tenant commands or outside activities into unit managed spaces when necessary to obtain maximum usage of BEQ assets.

a. Overcrowding or under usage of BEQ's for the sole purpose of maintaining unit integrity is not allowed. Assignment and usage of BEQ assets under a unit integrity concept may be continued where appropriate and necessary; however, application of the unit integrity concept shall be accomplished in a practical manner which allows maximum usage of available assets.

b. Overcrowding (usage at less than MSA), except in those cases involving military necessity or unusual training requirements, is permissible only after all economical measures for relief, outlined in reference (a), have been exhausted.

c. Geographical bachelors will be assigned quarters on a space available basis only. MSA, in regards to geographical bachelors, does not apply.

2. Procedures/Authority

a. Reference (b) establishes certain structural facilities as BEQ's and assigns the responsibility for the proper operation, maintenance and police of these structures to specific tenant/station commands aboard MCAS Yuma.

b. To ensure proper usage of all available BEQ assets, tenant CO's, OIC's and RO's are directed to make all individual space assignments per enclosure (2) of this Order. Should subject space allocations be different from current facilities assignments, the CO, MCAS Yuma (Attn: S-4), will be contacted for review of space assignment.

3. Occupancy. Categories of personnel authorized to occupy MCAS Yuma BEQ's are listed in reference (a).

4. Assignment Policy. CO's, OIC's and RO's must promptly assign eligible personnel to BEQ's meeting the adequacy criteria contained on this Order. Exceptions to this policy are outlined in reference (a).

Enclosure (3)

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5. Basic Allowance for Quarters (BAQ(OR))

a. Policy. The Department of Defense and the Commandant of the Marine Corps are required to give each Marine, living in BEQ's, at least MSA quarters and to save tax dollars by sound management of living facilities. Full usage is to be made of all MSA quarters before payment of BAQ(OR)/per diem may be authorized. The approval and authorization for the payment of BAQ(OR) instead of available and adequate BEQ's rests with the CO, MCAS Yuma. This strict administrative control is essential to preclude unnecessary payments of BAQ(OR).

(1) BAQ(OR) is an entitlement for Gunnery Sergeants and above.

(2) Staff Sergeants may be granted BAQ(OR) depending on quarters availability.

(3) Females who are 20 weeks/5 months pregnant and desire to establish off base residency prior to childbirth. A certificate from the medical officer/physician stating the 20 week/delivery date is required.

(4) Sergeants and below will not be authorized BAQ(OR) when adequate MSA quarters are available. Should the BEQ's of MCAS Yuma exceed 95%, as determined by the most current monthly loading report, and forecasted to be above 100% for an extended period of time after appropriate relief measures are taken, BAQ(OR) may be granted upon the recommendation of the unit's CO.

b. Exceptions to Policy. Sergeants and below may be authorized BAQ(OR) on a case by case basis.

(1) Those who were previously authorized BAQ, resided ashore at their last/present duty station, accumulated a significant quantity of furniture and possessions and if their furniture would have to be sold at a loss or stored at a considerable expense in order for them to live in the BEQ.

(2) Those who have established, prior to receipt of PCS orders at a previous duty station, a privately-owned mobile home that may be used for their residence at the new duty station and have moved the mobile home at Government expense.

(3) Those who sustain the loss of their only dependent through death, divorce or legal separation. These will be granted a 90-day exemption from the assignment to BEQ's unless the intent of paragraph 5b(1) applies or if the members own their own home in the vicinity of their assigned duty station, in which case the members will be exempted from on base residency.

ENCLOSURE (3)

c. Procedures

(1) Requests for BAQ(OR) for bachelor enlisted personnel, E-6 and below, shall be prepared on a administrative action form, directed to the CO, MCAS Yuma (Attn: S-4) through their appropriate chain of command. Forwarding the administrative action form is not required above that level of command that provides the first negative endorsement. This command will, in all cases, concur with all negative endorsements.

(2) A Leave and Earnings Statement, a recommendation from the requesting Marine or Sailor's commanding officer and a lease agreement (if applicable) must accompany all requests for BAQ(OR).

ENCLOSURE (3)

Station BEQ Capacity Data

<u>BEQ</u>	<u># OF ROOMS</u>	<u>MSA E-1/E-4</u>	<u>MSA E-5</u>	<u>MAX MSA</u>
T-622	48	2	1*	96
T-630	48	2	1*	96
T-641	48	2	1*	96
T-645	51/3	3/1	2/1*	156
T-912	74	2	1	148
T-918	74	2	1*	148
660A	66/6	3/2	1/1*	210
660B	16/8	3/3	1/1*	81
661 (SNCO)	90	N/A	N/A	90
662	74	2	1	148
720	218	2	1	436
724	132	2	1	264
913	78/12	3/2	1/1*	258
914	74	2	1	148
916	50	2	1	100
919	60	3	1*	180
920	70	2	1*	140
930	51/3	3/1	1/1*	162

NOTE: T = TRANSIENT BARRACKS

* = DOES NOT MEET MSA DUE TO CENTRAL HEADS